



meeting	ADMINISTRATION COMMITTEE	
date	6 April 2005	agenda item number

## **REPORT OF THE HEAD OF MEMBERS' SERVICES**

### **BEING A COUNCILLOR**

#### **Purpose**

To consider a form of words to summarise the role of County Councillors.

#### **Background**

Currently the model job description for councillors used within the Council is the description recommended by the Remuneration report 'a Framework for Responsible Councillors', written by the Independent Panel in 2000. Indeed, the way in which this matter has been approached previously has led to the production of a large number of detailed job descriptions many of which are similar to the type of statement normally used for employees. Many members have raised concerns about having a formal job description, however there is a clear need for a general statement on roles with new councillors about to be elected to the authority. Such a statement also assists in considering training and development for Councillors.

Attached is a suggested narrative to introduce the role of councillors and also to be used for communication purposes internally and externally.

#### **RECOMMENDED**

That the Committee consider the statement on roles of county councillors and recommend an agreed form of words to summarise the role of County Councillors.

**P A Holt-Murphy (Ms)**  
**Head of Members' Services**

### **Legal Services' Comments (KK)**

The Administration Committee is responsible for advising on electoral issues within the Council's administrative area. It is also responsible for determining the level and nature of support services for Members of the County Council. The proposal in this report is therefore within the remit of this Committee."

### **Director of Resources Financial Comments (MB)**

There are no specific financial implications arising from this report.

### **Background Papers Available for Inspection**

Nil.

### DRAFT

#### **Being a Councillor**

People become councillors for all sorts of reasons and it takes all sorts of people to become councillors. Councillors are responsible to the people who elect them and the authority they are elected to.

Nottinghamshire County Councillors represent people in their local areas, and they are community leaders for their neighbourhoods, villages and towns. Councillors work together to form and scrutinise policies which can improve the lives and opportunities of local people.

#### **Who are they?**

Currently there are 67 councillors representing 54 areas in the County - are Labour Councillors, ? Conservative, ? Liberal Democrat and ? Independent.

County Councillor's can be contacted individually and their individual activities can be seen in their Regular reports.

#### **County Councillors are responsible for:**

- ◆ Representing their local communities
- ◆ Forming and scrutinising policies in the interests of the County
- ◆ Providing leadership and engaging in partnerships

#### **Duties may include:**

- ◆ Representation
- ◆ Policy making
- ◆ Policy review
- ◆ Regulation of services
- ◆ Scrutiny
- ◆ Partnership working
- ◆ Consultation

**Key Objectives:**

- ◆ Oversee the work of the council in delivering quality services
- ◆ Represent and act as advocates for the people of the county division they represent

**Key Duties:**

- ◆ Attendance at meetings connected with the business of the County Council
- ◆ To help decide service priorities and participate in agreeing and setting a budget
- ◆ Monitor service performance
- ◆ Engage with local residents and be their voice on the council

**Key Duties within the community:**

- ◆ Develop links with all parts of the local community
- ◆ Be readily available to constituents who wish to raise issues of importance or personal concern
- ◆ Attend local community events on a regular basis
- ◆ Support consultative arrangements organised by the County Council in the division

**Personal Objectives:**

As part of the individual roles members are elected to perform in their County Council work, there will be various Personal Objectives relating to key positions. For example:

**Leader**

- ◆ provide effective leadership to Nottinghamshire by managing and leading Cabinet, representing Nottinghamshire on other agencies: acting as an ambassador for the County by being a spokesperson and promoting the work of the County Council and leading on consultation.

### **Deputy Leader**

- ◆ deputise for the leader on the above and leading on a portfolio as nominated by Council

### **Cabinet Member**

- ◆ Lead on a portfolio, be the County Council's representative and spokesperson on areas of responsibility as nominated by Council

### **Select Committee Chair**

- ◆ lead on the provision of effective scrutiny of the Council's decisions or actions, monitor and assist in the development of policy on their nominated area of responsibility

### **Committee Chair**

- ◆ be responsible for the effective conduct of the business of the committee.

### **Ethics:**

The County Council is committed to high standards of ethical behaviour and probity by its elected representatives. County Councillors need to ensure that all duties are performed in compliance with the highest standards of probity and integrity. Members must sign up to the County Council's Code of conduct and keep their register of interests up to date.

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